

WHAT IS CLAIMED IS:

1. A document management system for limiting user access to a registered document,  
wherein access controlling information including at least specific data is added to a document to be registered and said document to be registered is registered, when said document to be registered includes said specific data, and access to said document is limited in accordance with contents of the added access controlling information, when the access to said document is thereafter requested.
2. A document management system according to Claim 1, wherein said access controlling information includes not only said specific data but also information indicating how the access to said document is limited and, when the access to said document is requested, it is defined by referring to said information, how the access is limited.
3. A document management system according to Claim 1 or 2, wherein it is defined whether or not the document to be registered includes said specific data at any one of time when said document is registered, time when said access controlling information is registered, and time when the access to said document is requested.
4. A document management system according to any one of Claims 1 to 3, wherein said access controlling information includes information to specify a person to be permitted to access with limitation.
5. A document management system according to any one

of Claims 1 to 4, wherein said access controlling information includes a valid term in which the access is limited.

6. A document management system according to any one of Claims 1 to 5, wherein said access controlling information is provided in a single record comprising a plurality of fields, includes ID information for specifying said record, and said record is added to the document by relating said ID information to the document.